

**STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
HOME INSPECTION ADVISORY COMMITTEE
P.O. Box 45043
Newark New Jersey 07101
(973) 504-6233**

**CONTINUING EDUCATION APPROVAL FORM
(Please type or print form legibly)**

Sponsor: _____

Address: _____

Name of Contact Person: _____ **Telephone Number:** _____

Course Name: _____ **Course Date(s):** _____

Total Length of Course / Seminar in Hours: _____

(In order to receive one continuing education unit per course/seminar it must be a minimum of one instructional hour long or fifty (50) minutes.) Pursuant to N.J.A.C. 13:40-15.14(b)1, beginning with the 2011 biennial period, each home inspector shall complete a minimum of three (3) units on report writing, three (3) units on Ethics and three (3) units on the rules governing the practice of home inspection, as part of the required forty (40) units of continuing education. A minimum of one hour is required in any one of these three (3) areas per course. A maximum of twenty (20) continuing education units per biennial licensure period are allowed via correspondence, Internet or other distance learning courses.

Sponsor Responsibilities:

Pursuant to N.J.A.C. 13:40-15.14, each Sponsor shall monitor the attendance at each approved course, seminar or program and furnish to each enrollee a verification of attendance that includes at a minimum the name and license number of the attendee. Additionally, each Sponsor shall solicit course, seminar or program evaluations from both the participants and the instructors and to ensure the information presented is factually accurate.

Instructor's Name(s): _____

(Attach a copy of Curriculum Vitae (resume) for each instructor.)

Pursuant to N.J.A.C. 13:40-15.14(g)2ii, The curriculum vitae of the lecturer, including specific background which qualifies the individual as a lecturer of repute in the area of instruction must be submitted.

Course Site Location: _____

Attach a copy of the Course Description:

Pursuant to N.J.A.C. 13:40-15.14(g)2i, a detailed description of course content and detailed breakout of hours of instruction must be submitted. Course Outlines will not be accepted.

If applicable, include the number of hour(s) the course includes instruction in the following areas:

Report Writing: _____ **Ethics:** _____ **Rules governing the practice of home inspection:** _____.

Submitted by: _____

Address: _____

Please check one: ☐ **I am the course sponsor.**

(Sponsors must submit a fee of \$100.00 to cover all courses offered during the biennial licensing period ending April 30, 2017.)

☐ **I am an individual licensee seeking approval of a course(s)**

Office Use Only

Approved by Committee Member: _____ **Date:** _____

Course #: _____ **Total Continuing Education Units:** _____

